

POSITION DESCRIPTION, Form 30 - STATE Commonwealth of Massachusetts		POSITION CODE 09-R01
1. POSITION TITLE ADM ASSISTANT II		AGENCY Department of Public Health
2. APPROPRIATION CODE 4516-1000	POSITION NUMBER 00029212	SALARY
3. GENERAL STATEMENT OF DUTIES: The incumbent is responsible for the day to day operation of the Evidence Office. Receives, logs, and maintains the security and integrity of samples. Keeps precise records, prepares reports and documents as directed. Enters data and provides clerical support as needed. Orders supplies and equipment for the Evidence Office.		
4. SUPERVISION RECEIVED: Elisabeth O'Brien, Laboratory Supervisor I		
5A. DIRECT REPORTING STAFF 5B. THEIR STAFF		
6. DETAILED STATEMENT OF DUTIES: Responsible for the day to day operation of the Evidence Office including the duties of an Administrative Assistant. Prepares monthly reports. Orders supplies and equipment for the Evidence Office. Confer with Drug Lab Supervisors regarding policies and procedures of the Evidence Office. Receives all samples from the law enforcement officials, establishes and maintains chain of custody by corroborating descriptions, assigning numbers and weighing samples to ensure correct records. Maintains evidence security and continuity. Assigns samples to and receives samples from analysts, maintaining chain of custody. Establishes defendant records in computer, enters sample results, prints analyst work cards, reports and final certificates of analysis. Responsible for phone contacts with police departments, courts, district attorneys and defendant attorneys. Notifies submitting agencies when their samples are ready for pickup and returns samples to same. Enters record of police pickup of analyzed drug samples into data base. Notifies police departments by phone when their samples are ready for pickup. Prepares samples for registered mailing to police departments throughout the state.		
7. QUALIFICATIONS REQUIRED AT HIRE: Knowledge of the principles and practices of office management. Knowledge of the methods of general report writing. Knowledge of the methods used in preparation of charts, graphs and tables. Ability to understand, explain and apply the laws, rules, regulations, policies, procedures guidelines governing assigned unit activities. Ability to determine proper format and procedure for assembling items of information. Ability to maintain accurate records. Ability to deal tactfully with others. Ability to exercise sound judgement. Ability to exercise discretion in handling confidential information. Ability to give oral instructions in a precise, understandable manner.		
8. QUALIFICATIONS ACQUIRED ON JOB: Knowledge of the policies, procedures, specifications, standards, guidelines, laws, rules and regulations governing assigned unit activities. Knowledge of the types and uses of agency forms.		
9. MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) three years of full-time or equivalent part-time, experience in office management, office administration business administration or business management, the major duties of which included one or more of the following functions: purchasing, personnel management, budgeting, accounting, records management, work simplification, grants management, contract administration or program management or (B) any equivalent combination of the required experience and the substitutions below. SUBSTITUTIONS: An Associate's or higher degree with a major in business administration, business management or public administration may be substituted for maximum of two years of the required experience.* An Associate's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience.* *Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed. NOTE: Educational substitutions will only be permitted for a maximum of two years of the required experience.		
10. LICENSE AND/OR CERTIFICATION REQUIREMENTS:		
11. REMARKS:		
Signature of Appointing Authority		Title

Agency

Prepared By

Initials of
Incumbent

Date

Initials of
Supervisor

Date

This form must be submitted to the Personnel Administrator for each new position in your jurisdiction, and for any substantive change in an established position.

Return to Position

Top of Form

4516-1000	00029212	1	Type Email Address Here:
		1	Email Form 30

Bottom of Form